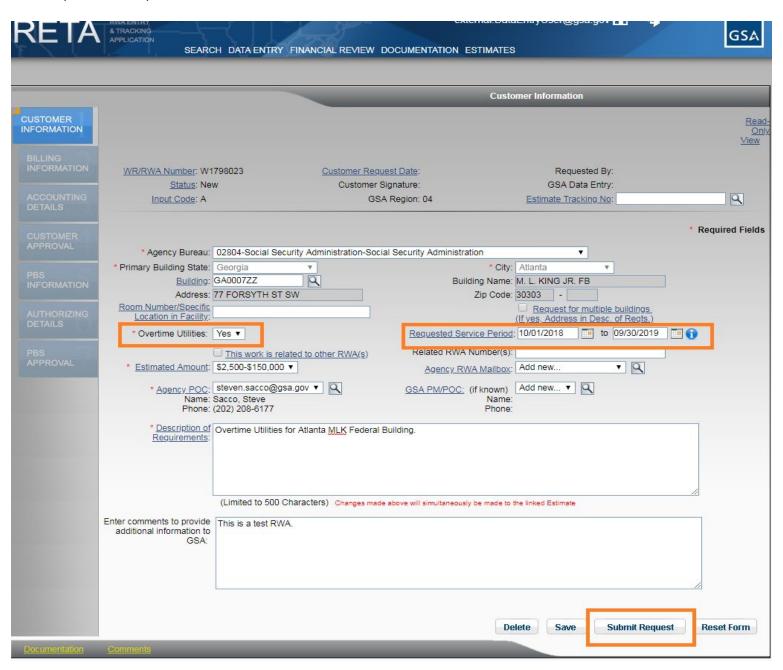
How to Create and Send FY19 Overtime Utility Requests via eRETA

Did you know you can quickly and easily create and send Overtime Utility (OU) RWA Work Requests (WRs) directly to GSA via eRETA? All you need is data entry access and about 60 seconds! You don't even need an existing estimate to get started. Here's how:

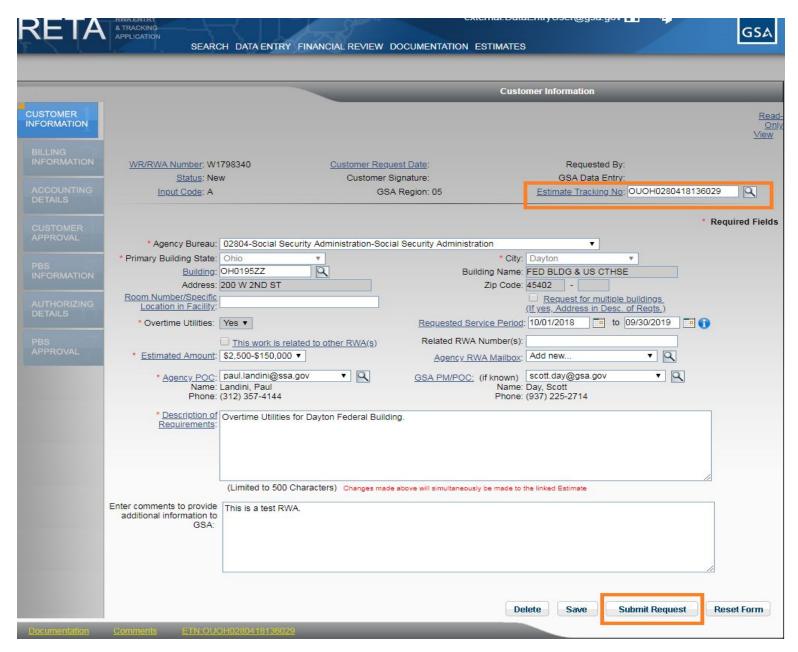
If you do not have an existing estimate in eRETA for the OU service, you can create an RWA Work Request (WR) by moving your cursor over the "Data Entry" dropdown and selecting "Create Work Request." Enter all required fields (as denoted by a red asterisk) and be sure to select "Yes" from the "Overtime Utilities" pull-down menu, and enter the requested service period. Next, click the "Save" button located the bottom right corner of the screen to generate a unique tracking number for your request. Lastly, click the "Submit Request" button to route the request to GSA..

After hitting "Submit Request", GSA will assign a Project Manager (PM) and create an estimate for the OU services. You will coordinate with the PM and complete the remaining required customer information before submitting the updated WR to GSA in FY19 for potential acceptance into an RWA.



If there is an existing estimate in eRETA for the OU service, create an RWA Work Request (WR) by moving your cursor over the "Data Entry" dropdown and selecting "Create Work Request." Enter or copy/paste the Estimate Tracking Number (ETN) in the "Estimate Tracking No." field at the top right of the screen. If you are unable to locate the ETN from a previous GSA email, you can search for it by clicking on the magnifying glass icon. Once the ETN is entered or selected, eRETA will auto-populate the information from the estimate into the WR. Then, enter any remaining required fields and click the "Save" button located the bottom right corner of the screen to generate a unique tracking number for your request. Lastly, click the "Submit Request" button to route the request to GSA.

After hitting "Submit Request", you will coordinate with the assigned GSA Project Manager and complete the remaining required customer information before submitting the updated WR to GSA in FY19 for potential acceptance into an RWA.



Quick Q&A:

If I send my fully developed FY19 Overtime Utility request to GSA in FY18, will GSA accept it before the start of FY19?

No, GSA will enter it into in pending status and ask for a new signature in FY19 when the funds are legally available. Even though GSA can't accept it until FY19, GSA strongly encourages customers to send future year overtime utilities as RWA Work Requests in eRETA. This ensures the need is captured in the system so we can properly estimate ahead of time. Once in the new fiscal year and funds are legally available, the customer can send the RWA WR to GSA for official acceptance.

Questions on eRETA access, functionality, etc.?

Visit www.gsa.gov/ereta or contact eRETA@gsa.gov and we'll be happy to assist.